

# *TRICARE Region 3 Summer Conference*

## *“Tools for the Future”*

*6 & 7 August 2003  
Charleston, South Carolina*



### ➤ Agenda/Extra Meetings

The conference is scheduled for two full days on 6 & 7 August. Friday, 8 August, has been designated for additional meetings/working groups (i.e. Region 3 Regional Advisory Council, COTR/HSM Meetings, HBA and M2 meetings, and IM-Discrepancy Class). A tentative agenda is posted on the Region 3 website <http://tricare3.army.mil/conferences3.htm>. Please take special note of the agenda prior to registering on-line in order to plan your track/meeting selections.

### ➤ On- Line Registration

On-line conference registration will be open **10 June - 11 July**. The registration form can be found on the Region 3 Lead Agent conference website <http://tricare3.army.mil/conferences3.htm>.

### ➤ Charleston Place Hotel Information

- **Reservations:** To ensure you receive the room rate of \$106 per night plus tax, **call** (843) 722-4900, or (800) 831-3490 **Monday – Friday, from 0900 - 1700 Eastern Standard Time**, and ask to make a reservation under the **group room block for "TRICARE."** The cutoff date for making your individual hotel reservation is **11 July**. There will be an additional charge of \$25.00 for a third adult (18 years and older) sharing a double room.

- **Arrival and Departure Times:** Hotel check-in time is 1600 and the check-out time is 1200. The hotel asks that the attendees of this conference check out prior to the commencement of any meetings being held on the departure day. Luggage storage is available at the bell stand.

- **Cancellation & Early Departure Fee:** The hotel **cancellation policy** requires a 72-hour cancellation notice in order to avoid a cancellation penalty. Failure to give proper notification will result in the first night's room rate being charged to the guest. Departure date adjustments **must** be made prior to arrival or immediately upon check-in to avoid an **early departure fee**. In the event of an unscheduled early departure, a \$50.00 fee will be assessed to the individual's account.

- **Parking:** Hotel parking is available through a city owned garage at \$15 per day for valet parking, and \$10 per day for self parking. **Prices are subject to change.**

### ➤ On Site Conference Sign-In

On site conference sign-in for all attendees will be conducted at the Charleston Place Hotel, Grand Hall (second floor) on Wednesday, 6 August, from 0700-0800.

### ➤ Continental Breakfast

A complimentary continental breakfast will be provided 6 & 7 August from 0700-0800 outside the conference rooms located on the second floor of the hotel.

### ➤ Conference Attire/Dress Code

Attire for all attendees (military and civilians) is civilian business casual (no jeans, shorts, or T-shirts please).